



Snohomish County Council

Committee: Committee of the Whole

Analyst: Deb Evison Bell

ECAF: 2021-0774

Proposal: Motion 21-400

Date: November 22, 2021

Consideration:

The proposed motion would authorize the County Executive to execute Amendment No. 1 to the technology solution contract for an electronic content management solution between Snohomish County and Open Text Inc., SCC 3.04.140(8).

Background:

In 2018, Snohomish County entered into a software license agreement and technology solution contract for professional services with Open Text Inc. (Motion 18-051)¹, per the Washington State Department of Enterprise Services Master Contract No.07814-002 and the Snohomish County Statement of Work, as a 'Technology Solution Contract for an Enterprise Content Management Solution'. The provided technology solution software provides an electronic content management system (ECM) for Snohomish County Planning and Development Services (PDS).

The Open Text ECM allows for 24/7 access to information and ensures accurate, secure, and transparent records management for millions of records maintained by PDS in accordance with the Washington State General Records Retention Schedule. This includes but is not limited to a streamlined electronic permitting review and processing, and improved management of the millions of records maintained by PDS to meet the goals of the Snohomish County's Service Technology and Excellence Program (STEP) Initiative. The current Open Text ECM platform allows for the implementation of critical software solutions to the PDS strategic technology plan.

Current Proposal:

Scope: The proposed Amendment No. 1 to the Master Contract will allow for a three-year extension with fixed pricing.

Duration: This is a three (3) year term with fixed pricing under the terms and conditions described in this Amendment.

Fiscal Implications: The total amount payable under this amendment agreement is \$34,885.09 for Amendment No. 1.

ORIGINAL CONTRACT #07814-002	2/18/2018 – 11/30/2021	AMOUNT	\$314,149.00
AMENDMENT 1	12/01/2021 – 11/30/2024	AMOUNT	\$34,885.09 plus applicable sales tax

¹ [MetaViewer.php \(granicus.com\)](http://MetaViewer.php(granicus.com))

2021 Budget: Yes, this annual maintenance fee was anticipated and included within the adopted 2021 budget and is included in the 2022 IT proposed budget.

Future Budget Impacts: Funding for the software, maintenance and support is included in the requested 2022 budget.

Handling: URGENT, the current agreement is set to expire 11/30/2021.

Approved-as-to-form: Contract documents have been reviewed by the PA, though approval as to Form cannot be provided because PDS and the vendor did not previously properly manifest their intent to amend the start date to December 1 annually.

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The proposed contract amendment allows for the continued use of existing technology that meets the PDS strategic technology plan.

Requests: For council to consideration the motion.